

Program Description/Textbook or Print Instructional Material

Vendor: Thomson Learning/South-Western Web Address: www.swep.com

Title: Business Applications with Microsoft Word

Author: Van Huss Copyright: 2003

ISBN: 0-538-72549-4 Course/Content Area: Vocational and Career Education; Business Program; Word Processing

Intended Grade or Level: 9-12 Readability Level: 8.5 Flesch-Kincaid

List Price: 57.95 Lowest Wholesale Price: 42.75

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.

Level of Accommodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance It is not financially feasible for our products to meet Level One at this time.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content

- The project based applications reinforce the full range of word processing features and provide over 150 assignments.
- A website at www.businessapplications.com simulates an Intranet and acquaints the user with UBI and its services, and will provide valuable information needed in completing assignments.
- This project oriented text is appropriate for an advanced document processing course, or for those who already know the basic functions of the Microsoft Office Suite and need additional practice.
- Reviews both Core and Expert MOUS competencies for Microsoft Word.
- Success Tips provide helpful hints on how to improve efficiency and job performance

Student Experiences

- Word Processing Tips provide shortcuts and suggestions on how to expand word processing skills and knowledge.
- Focus on the Workplace provides information on key elements, such as time management, necessary for success in the workplace

Assessment

Business Applications with Microsoft Word takes document processing out of the classroom and into the workplace. A simulated company serves as the overall structure for this one of a kind text. Realistic workplace projects integrate business vocabulary, critical-thinking strategies, and web-research skills into

the instruction of document processing making it an ideal resource for a third semester document-processing course. Related learning and success tips for working effectively are included to improve workplace efficiency and professional development.

Organization

Project 1. UBI Administrative Services; Project 2. CMF Communications Inc; Project 3. UBI Legal Services; Project 4. Champion Sports Venues, Inc; Project 5. Netcollege; Project 6. Heath Care Staff, Inc.; Project 7. Reward Travel; Project 8. UBI Annual Report.

Resource Materials

Gratis Items To Be Provided And Under What Conditions

Instructor's Key (0-538-72571-0) Free 1 per teacher

Instructor's Resource CD (0-53872564-8) Free 1 per teacher

Available Ancillary Materials

RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

NOTE: Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate ***“not available”*** in the space.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title: Business Applications with Microsoft Word		Cost \$42.75	
Publisher: Thomson Learning/South Western			
Item Evaluated: Textbook			
Copyright Date: 2003		Evaluator: Melissa Helton	
Content Level: 9-12		Date of Evaluation: July 31, 2003	
Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:	
<input checked="" type="checkbox"/>	Recommended by reviewers to State Textbook Commission
<input type="checkbox"/>	Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title: Business Applications with Microsoft Office		Publisher: Thomson Learning/South Western
Technology Management Summary Data:	20 possible points	____11____ points earned
Technology Management Comments: Includes data files for student use to supplement textbook.		
Technology Presentation/Interface Summary Data:	40 possible points	____30____ points earned
Technology Presentation/Interface Comments: Includes PowerPoint Lessons and Activities for each lesson. Includes data files for student use.		
Content Summary Data:	44 possible points	____22____ points earned
Content Comments: Good Real World Application & Content: Low on Integration of Math, teamwork, and diversity.		
Instruction & Management Summary Data	52 possible points	__36____points earned
Instruction & Management Comments: There are not varied forms of assessment or CATS like Assessments. There is a focus on hands-on learning & technology.		
Organization & Structure Summary Data	36 possible points	____29____ points earned
Organization & Structure Comments: Well organized and illustrated. Vocabulary is not well defined.		
Resource Material Summary Data	40 possible points	____32____points earned
Resource Material Comments: Teacher Resource CD includes PowerPoint, Answer Keys, Data Files, and Activities. Text includes tips for teaching and working with special needs. Limited online resources. CD includes solutions to activities & lesson planner. Hard copies of the solutions are also included.		



Group V - Career /Technical & Vocational/Practical Living **Electronic Instructional Media Review Form** **Stand Alone/Independent or Integrated Software for Business**



Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost <u>\$38.97</u>	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of _____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain _____

Type of Software: Check all that apply	_____ Simulation	_____ Management	_____ Interdisciplinary	_____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	_____ Drill and Practice	_____ Critical Thinking	_____ Utility	_____ Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	3
Allows students to exit and resume at a later time.	0
Keeps a students performance record, where needed.	0
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments:	Total
	11

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	3
Accessible for special needs students.	3
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	0
Comments:	Total
	30

Content—Business	Rating
Career Experiences	2
Employability Skills	4
Teamwork	0
Global Perspective	0
Mathematical Skills	0
Communication	3
Diversity	0
Ethical Practices	2
Academic Integration	3
Real World Application	4
Content Area Concepts Addressed	4
Comments:	Total 22

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	3
Builds on Student Ideals	2
Engages Students	3
Develops Business Ideas	4
Promotes Student Thinking	3
Assesses Student Progress	3
Enhances The Learning Environment	3
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) “like” Assessment is provided	0
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	2
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	3
Differentiation techniques and activities suggested.	2
Comments:	Total 36

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	3
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	2
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	0
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	Total 29

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	2
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	3
Integration opportunities suggested and examples given.	3
Teacher resources are available online.	3
Online resources available – Repeat of information in text.	3
Online resources available – Practice skills only.	3
Online resources available – New application materials.	3
Comments:	Total 32

Rating Scale:	
4—All or the time	2—Minimally
3—Some of the time	1—None of the time
	0— Not applicable